

**Wichita Police Department Policy Manual****Approved by:****Policy 532- Animal Intake and Transfer**

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Maintained by:
Information Services**Issue/Rev.:** R 07-23-2012**ANIMAL INTAKE**

- 532.01 Providing an efficient and sensitive process to place an animal under the supervision and custody of Animal Control.
R All animals must be processed through animal intake procedures and guidelines.
- A. Animals are defined as cats, dogs, small animals (i.e. hamsters, rabbits, guinea pigs etc), field animals, birds, exotic animals and wild animals.
 - B. Animals shall not be turned away from custody of Animal Control; however, considerations will be made in order to efficiently and effectively manage the animal shelter. Considerations are as follows:
 - 1. Animal Control will attempt to take animals immediately or when it is in the best interest of the animal.
 - 2. Due to limited space and expertise with certain types of animals, Animal Control may relinquish custody or advise animal owners to specialist shelters or organizations that can more appropriately address the needs of the animal.
 - 3. When space is a limiting factor, Animal Control may request that custody of the animal be delayed until space becomes available. This will only be the case when the general welfare of the animal is not threatened.
 - 4. Emergency cases will be handled by trained staff and will be at the discretion of staff. If necessary, short term measures will be put in place to manage an animal. Such emergencies include but are not limited to:
 - a. The owner of the animal is deceased or legally incapacitated.
 - b. The animal has bitten or injured a person.
 - c. There has been a threat to kill, maim, or dump the animal.
 - d. The eviction of an owner from a home causing an environment unsuitable for animal habitation.
 - e. The animal poses an immediate threat to public safety.
 - f. The animal poses an immediate threat to its own life.
 - 5. Stray animals will be taken in from citizens of the City of Wichita and from those police and local authorities with whom Animal Control has existing service contracts. Stray animals will also be taken in from those authorities with whom Animal Control does not have a service contract, but any charges associated with transfer and custody of the animal will be assessed to the relinquishing party.
 - 6. It will be the responsibility of Animal Control Staff to correctly follow all operating procedures when initiating an animal intake process.

ANIMAL TRANSFER:

- 532.02 Transferring custody of an animal from one legal entity to another legal entity. Animal Control will coordinate with animal support agencies to place animals that meet qualifications by such agencies. Transfer of custody will be on a case by case basis and will be at the discretion of Animal Control.